

Best
Corporate Governance
Awards
最佳企業管治大獎
2020



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

2020 最佳企業管治大獎

Best Corporate Governance Awards

The Hong Kong Institute of Certified Public Accountants is proud to be celebrating the 20th Anniversary Best Corporate Governance Awards (“Awards”/ “BCGA”), which were first organized in 2000. Over this period, the Awards have established a recognized benchmark for Hong Kong’s corporate governance and sustainability/ social responsibility reporting standards in the private and public sectors. For individual companies and organizations, meanwhile, winning a BCGA award has become a sought-after accolade.

The Institute is now inviting listed companies and public sector / not-for-profit organizations to enter the 2020 Awards.

Objectives

- To promote greater awareness and understanding of corporate governance and sustainability/ social responsibility
- Encourage improvements in standards of disclosure and practices in the above areas
- Recognize the companies and organizations that set the benchmarks of quality in terms of their corporate governance and sustainability/ social responsibility disclosures and practices

Eligibility for Entry and Judging Categories

- Listed companies (“companies”):
 - Main Board*
 - Hang Seng Index (HSI)-constituent companies
 - Main Board or Growth Enterprise Market (GEM)*
 - Non-HSI-constituent companies:
 - large market capitalization
 - medium market capitalization
 - small market capitalization
 - H-share companies and other Mainland enterprises
- Public sector / Not-for-profit organizations (“organizations”)
 - large organizations
 - small and medium-size organizations

Types of Awards

- Diamond, Platinum and Gold Corporate Governance Awards
- Sustainability and Social Responsibility Reporting (“SSR”) Awards
- Self-Nomination Awards for Good Corporate Governance Practices (“Self-Nomination Awards”)

The Self-Nomination Awards are open to companies with a market capitalization of no more than HK\$6 billion (as at 30 April 2020) and public sector/ not-for profit organizations that have adopted good governance practices during the reporting period covered by the Awards (see the “Entry Procedure” section, below), in particular new voluntary practices.

- Commendations for Website Corporate Governance Information

Commendations may be presented for website corporate governance-related information, i.e., voluntary disclosures by companies / organizations on their websites that are indicative of good governance practices.

- Other Awards:

Special Mentions may be presented to other companies / organizations that demonstrate sound all-round corporate governance disclosures and practices, or strengths in important facets of good governance.

Review and Judging Procedures

Assessments and decisions are made by expert panels of judges and reviewers, comprising representatives from the financial market regulators, the HKSAR Government and public sector authorities, academia, investors, professional associations and firms, as well as prominent experts in the field of corporate governance.

To decide the corporate governance awards in the seven main listed company and public sector categories referred to above, there will be two levels of review:

Quality Review

Following an initial screening procedure, a detailed assessment is made of the quality and standard of the corporate governance disclosures and practices of companies and organizations on the long list, primarily through the assessment of information contained in their annual reports. Where relevant, other publicly-available information may also be taken into account. The emphasis is on voluntary disclosures that exceed the minimum statutory and regulatory requirements.

Compliance Review

To verify standards of compliance, for candidates being considered for the shortlist, a check is made of their compliance with the mandatory corporate governance disclosure requirements under the Companies Ordinance and the Stock Exchange Main Board or GEM Listing Rules, as appropriate.

For other types of awards, there will be tailored assessment procedures:

SSR Awards

Following an initial screening procedure, more detailed assessments are carried out on companies' / organizations' disclosures and practices in relation to their sustainability and social responsibility, or environmental, social and governance ("ESG"), reporting, as reflected in their sustainability and / or annual reports.

Self-Nomination Awards

For these awards, eligible companies and organizations, which have made particular efforts to develop their governance practices during the reporting period covered by the Awards, are invited to submit further details of the practices that they have introduced, particularly voluntary practices, using the dedicated form (see the "Entry Procedure" section, below). Shortlisted candidates may be invited to send representatives to attend an interview to explain their corporate governance policies and practices.

Commendations for the Website Corporate Governance Information

More detailed assessments are carried out of companies' / organizations' corporate governance policies and other disclosures on their websites, in accordance with specially developed criteria.

After completion of the above procedures, the review panel will shortlist candidates for the judging panel to determine the final winners.

Judging Criteria

The judging criteria for the main categories include the following:

- Overall presentation
- Promptness of reporting
- Quality of voluntary disclosure and practices in relation to the following information:
 - corporate governance statement and practice
 - capital structure
 - board structure and functioning, including board diversity and evaluation

- remuneration policy and details of directors' and senior management's remuneration packages
- nomination committee - work performed and nomination policies and processes
- risk management and internal control, including reviews of the system
- management discussion and analysis, including a balanced discussion of performance and challenges
- connected transactions and relationships
- other voluntary disclosures relating to, e.g., board committees, internal audit, shareholder communications, and investor relations

For relevant candidates, a compliance review will be conducted, including an assessment of the transparency and presentation of compliance information.

The judges may also consider other publicly-available information that reflects on the implementation of the corporate governance or sustainability and social responsibility/ ESG practices of individual companies and organizations.

The decision of the judges will be final. In the event that the judges are unable to find entries of sufficient merit, they may decide not to give out certain awards.

Results Announcement and Awards Presentation

- A media briefing will be held in early December 2020 to announce the award winners.
- A judges' report on the winning entries will be published and made available for public information. It will also be posted on the Institute's website.
- An awards presentation ceremony, attended by the winners and other guests, will be held in early December 2020.
- Media representatives will be invited to cover the results announcement and presentation ceremony as part of the publicity arrangements.

Entry Procedure

- Entry forms must be completed and returned to the Institute via bcca@hkcipa.org.hk.

While there is no requirement to send printed copies of your annual or sustainability reports to the Institute when submitting your entry form by email, where necessary, we will contact you separately to obtain copies of reports.

If subsequently requested, please be prepared to provide five English copies and two Chinese copies (if applicable) of the latest published annual report and sustainability/ corporate social responsibility report (if any), for financial years ended:

- between 1 April 2019 and 31 March 2020, for the listed companies
- between 31 December 2018 and 31 March 2020 for the public sector / not-for-profit organizations.
- Companies with a market capitalization of no more than HK\$6 billion, as at 30 April 2020, and public sector organizations that wish to be considered for Self-Nomination Awards, should download a form at www.hkicpa.org.hk/BCGA, and submit it together with the Awards entry form to the Institute through the email address indicated below.
- No entry fee is required.
- The submission deadline is **10 August 2020**.

Supporting Organizations

BDO	Companies Registry, Hong Kong SAR Government
BlackRock	Financial Reporting Council
Charles Lo & Co.	Financial Services Development Council
Deloitte Touche Tohmatsu	Financial Services and the Treasury Bureau
Ernst & Young	Hong Kong Exchanges and Clearing Ltd.
Grant Thornton Hong Kong Ltd.	Hong Kong Investment Funds Association
HLB Hodgson Impey Cheng Ltd.	Hong Kong Investor Relations Association
KLC Kennic Lui & Co. Ltd.	Hong Kong Monetary Authority
KPMG	Hong Kong Securities Association
Mazars CPA Ltd.	Hong Kong Securities and Investment Institute
Moore Stephens CPA Ltd.	Mandatory Provident Fund Schemes Authority
Nexia Charles Mar Fan Ltd.	Securities and Futures Commission
Practising Governance	The Hong Kong Institute of Chartered Secretaries
PricewaterhouseCoopers	The Hong Kong Institute of Directors
SHINEWING (HK) CPA Ltd.	The Hong Kong Independent Non-Executive Director Association
Wong Brothers CPA Ltd.	
ZHONGHUI ANDA CPA Ltd.	The Treasury, Hong Kong SAR Government

Enquiries

Any enquiries in relation to the Best Corporate Governance Awards 2020 should be directed to:
Advocacy and Practice Development

Hong Kong Institute of Certified Public Accountants

27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

Tel: 2287 7228 Fax: 2865 6603 / 2865 6776 e-mail: bcga@hkicpa.org.hk

2020 最佳企業管治大獎

Best Corporate Governance Awards

香港會計師公會主辦的「最佳企業管治大獎」慶祝成立20周年。大獎自2000年設立以來，為本港公私營界別樹立了最佳企業管治及可持續發展／社會責任報告的楷模，對獲獎公司及機構而言，是一份重要的肯定及殊榮。

本年度大獎現接受報名，歡迎上市公司及公營／非牟利機構參與。

目標

「最佳企業管治大獎」旨在向香港上市公司及公營／非牟利機構

- 提高對企業管治及可持續發展／社會責任的意識及理解
- 推動提升以上方面的披露及實務
- 表揚在企業管治及可持續發展／社會責任的披露及實務方面的卓越表現

參賽資格與評選組別

- 上市公司(下稱「公司」)：

主板

- 恒生指數(恒指)成份股公司

主板或創業板

- 非恒指成份股公司：
 - 大市值
 - 中市值
 - 小市值
- H股公司與其他中國內地企業

- 公營／非牟利機構(下稱「機構」)

- 大型機構
- 中小型機構

獎項類別

- 企業管治鑽石獎、白金獎及金獎
- 可持續發展及社會責任報告獎

■ 良好企業管治實務獎(「自薦獎」)

於二零二零年四月三十日市值為60億港元或以下的公司及公營／非牟利機構，如在大獎涵蓋的報告期間(參閱下文「參選程序」一節)實踐良好管治實務，尤其是自發推行新實務，歡迎另行報名自薦參選。

■ 網上傳遞管治資訊嘉許獎

公司／機構若在網站自願披露良好管治實務的資訊，有機會獲頒網上傳遞管治資訊嘉許獎。

■ 其他獎項：

如個別公司／機構展示優良全面的企業管治披露及實務，或於重要管治範疇表現出色，評審團可決定頒發評判嘉許以示表揚。

評審程序

得獎者將由專家評審團及遴選委員會評估及審議決定，其成員包括來自金融市場監管機構、香港特別行政區政府及公營機構、學術界、投資者、專業團體及企業的代表，以及企業管治方面的專家。

上文上市公司及公營機構適用的七個主要企業管治評選組別，會進行兩重遴選：

質素評審

對通過初步甄選的參選公司／機構，大會主要透過其年報所載資料，詳細評估其企業管治實務及披露的質素及水平，並按情況審閱其他公開資料。評估特別注重優於最低法定及監管要求的自願披露資料。

遵行規例評審

對入圍參選公司的年報內容進行評審，評核是否符合《公司條例》及聯交所《主板上市規則》或《創業板上市規則》有關企業管治披露的法定要求。

其他類別的獎項將按特定的評估程序進行評審：

可持續發展及企業社會責任報告獎

通過初步甄選的參選公司／機構，大會根據其可持續發展報告及／或年報，就其可持續發展及社會責任或環境、社會及管治(「ESG」)的相關披露和實務進行更詳細評估。

自薦獎

合資格公司／機構如在大獎涵蓋的報告期間實踐了良好管治實務，歡迎自薦報名參選，有意參選者應填妥指定表格(參閱下文「參選程序」一節)並提供推行相關實務(尤其自發實行的措施)的詳情。入圍候選公司／機構會獲邀代表出席面試，以講解管治政策及實務。

網上傳遞管治資訊嘉許獎

嘉許獎會根據特定標準對公司／機構的企業管治政策及於網站的其他披露進行評估。

完成上述程序後，遴選委員會將從各組別中挑選入圍參選公司／機構，供評審團選出各組別獎項的最終得主。

評選標準

主要類別獎項評選準則包括以下各項：

- 資料的整體編排
- 發佈資料的準時度
- 下列方面的自願性披露及實務的質素：
 - 企業管治聲明及實務
 - 資本結構
 - 董事會結構及職能(包括董事會多元化及績效評估)
 - 薪酬政策、董事和高級管理人員的薪酬詳情
 - 提名委員會完成的工作、提名政策及程序
 - 風險管理及內部監控(包括相關系統的檢討)
 - 管理層討論及分析(包括有關表現及挑戰的全面討論)
 - 關連交易及各關連方之間的關係
 - 關於董事委員會、內部審計、股東溝通及投資者關係等其他自願披露

其他相關參選公司會經過遵行規例評審，包括評估按規例所披露資料的透明度及編排。

評審團亦會考慮反映個別參選公司及機構的企業管治或可持續發展及社會責任／ESG實行情況的其他公開資料。

評審團的評選結果為最終決定。若評審團未能選出合適的獎項得主，有權不頒發個別組別的獎項。

結果公佈及頒獎典禮

- 公會將於二零二零年十二月初舉行傳媒發佈會，公佈獎項得主。
- 大會將編製評審報告並上載至公會網站，供各界參閱。
- 頒獎典禮將於二零二零年十二月初舉行，得獎者及其他嘉賓將獲邀出席。
- 發佈會及頒獎典禮將會邀請傳媒採訪，作為宣傳活動之一。

參選程序

- 參選機構請將填妥的參加表格以電郵方式(bcga@hkicpa.org.hk)提交香港會計師公會。
報名時，參選機構毋須提交印刷本的年報或可持續發展報告。公會將按需要向參選機構索取印刷本。
如獲公會通知，請備以下期間最新刊發的年報及可持續發展／企業社會責任報告(如有)，英文版五本及中文版(如適用)兩本。

- 上市公司組別：二零一九年四月一日至二零二零年三月三十一日期間的財政年度
- 公營／非牟利機構組別：二零一八年十二月三十一日至二零二零年三月三十一日期間的財政年度
- 自薦參選良好企業管治實務獎的公司(於二零二零年四月三十日市值為60億港元或以下)及公營機構，可於公會網站(www.hkicpa.org.hk/BCGA)下載自薦獎的參加表格，並連同大獎參加表格一併電郵至下列公會電郵。
- 參選費用全免。
- 遞交參加表格的截止日期為**二零二零年八月十日**。

支持機構

香港立信德豪會計師事務所

貝萊德

勞啟明會計師行

德勤·關黃陳方會計師行

安永會計師事務所

致同(香港)會計師事務所有限公司

HLB國衛會計師事務所有限公司

呂禮恒會計師事務所有限公司

畢馬威會計師事務所

中審眾環(香港)會計師事務所有限公司

大華馬施雲會計師事務所有限公司

馬炎璋會計師行有限公司

良治同行

羅兵咸永道會計師事務所

信永中和(香港)會計師事務所有限公司

民信會計師事務所有限公司

中匯安達會計師事務所有限公司

香港特區政府公司註冊處

財務匯報局

香港金融發展局

財經事務及庫務局

香港交易及結算所有限公司

香港投資基金公會

香港投資者關係協會

香港金融管理局

香港證券業協會

香港證券及投資學會

強制性公積金計劃管理局

證券及期貨事務監察委員會

香港特許秘書公會

香港董事學會

香港獨立非執行董事協會

香港特區政府庫務署

查詢

如對二零二零年度最佳企業管治大獎有任何查詢，請與香港會計師公會倡導及專業發展部聯絡。

香港會計師公會地址：香港灣仔皇后大道東213號胡忠大廈27樓

電話：2287 7228 傳真：2865 6603 / 2865 6776 電郵：bcga@hkicpa.org.hk

Media sponsor



Best Corporate Governance Awards 2020

To 致: Advocacy and Practice Development Department
Hong Kong Institute of Certified Public Accountants
香港會計師公會倡導及專業發展部
(Email: bcga@hkicpa.org.hk)

■ Entry Form 參加表格

Name of company / organization 公司／機構名稱

Annual report for the year ended 年報結算日期

Dispatch date of annual report to shareholders / stakeholders
年報寄予股東／持份者的日期

Correspondence details of the contact person 聯絡人通訊資料

Name 姓名

Position 職銜

Address 地址

Telephone 電話

Fax 傳真

E-mail 電郵

Note 註:

1. Please note that you are not required to send printed copies of your annual report or sustainability report/ corporate social responsibility (if any) to the Institute when you submit your entry form. Where necessary, we will contact you separately for reports. 參選機構報名時毋須向公會提交印刷本的年報或可持續發展／企業社會責任報告(如有)。公會將按需要另行向參選機構索取報告的印刷本。
2. If subsequently requested, please be prepared to submit five English copies and two Chinese copies (if applicable) of the latest published annual report and sustainability report (if any) 如獲公會通知，請備最近刊發的年報及可持續發展報告(如有)，英文版五本及中文版(如適用)兩本。
3. Upon submission of this entry form, your company/ organization will be considered in any and all relevant categories of the Best Corporate Governance Awards, except the Self-Nomination Awards. For the Self-Nomination Awards, entrants must also submit a separate form which can be download at www.hkicpa.org.hk/BCGA. 提交本報名表格即表示貴公司／機構同意參選「最佳企業管治大獎」的任何及所有相關獎項，參選自薦獎的公司／機構則須另提交特定參加表格(可於www.hkicpa.org.hk/BCGA 下載)。

Signature 簽署
(with company chop 公司蓋章)

Date 日期

Deadline for Entry: 10 August 2020 截止日期：二零二零年八月十日



